

ATHENS REGIONAL LIBRARY BOARD OF TRUSTEES Minutes of January 19, 2023 Meeting

Multi-Purpose Room B, 3:30 pm

The meeting was called to order at 3:33 p.m. by Chair Timmons. Present were Ms. Quick, Mr. Campbell, Ms. Frey, Mr. Garner, Mr. Mason, Mr. Lutz, Ms. Norris, Ms. Morris, Ms. Russell, Ms. Shoemaker, Ms. Terrell, Mr. Timmons, Mr. Woods, and Ms. Ross.

Staff present were Ms. Bell, Ms. Price, Ms. Eades, Ms. Josey, Ms. Hood, Ms. Obijuru, Ms. Mayfield, Ms. Green, Ms. Shull, Ms. Plaksin, and Ms. Ballard.

Mr. Timmons opened the meeting by giving the Nominating Committee the floor.

Mr. Lutz, the Chair of the Nominating Committee, addressed the Board. After careful consideration and review of the slate of nominees, the nominating committee nominated Mr. Mark Campbell for Executive Chair, Mr. David "Chip" Woods for Vice Chair, and Mr. John Timmons for Treasurer.

Mr. Timmons then asked if there were any nominations from the floor. There were no nominations from the floor. Unanimously agreed. (motioned by Ms. Terrell, seconded by Mr. Garner)

Mr. Timmons asked the Board to vote on accepting the nominations given.

Mr. Campbell, Executive Chair

Mr. Woods, Vice Chair

Mr. Timmons, Treasurer

The Board unanimously approved the Nominating Committees nominations for the Executive Board. (motioned by Mr. Mason, seconded by Ms. Ross)

Newly elected Executive Chair, Mr. Campbell, presided over the meeting going forward.

Recognitions and Resolutions - Chair Campbell welcomed and introduced two new members of the Regional Board; Steve Mason of Athens-Clarke County, and Amelia Ross of Madison County.

The Draft Minutes of the October 20, 2022 meeting were unanimously approved. (Motioned by Mr. Lutz, Seconded by Mr. Timmons)

The adoption of the January 19, 2023 agenda was unanimously approved. (Motioned by Mr. Garner, Seconded by Mr. Timmons)

Public Comment - None

Financial Report:

Mamie Fike resigned from her position as Business Manager on November 18, 2023. Ms. Bell introduced Aria Higginbottom and Allison Clark of Clark Outsource

Group. Clark Outsource was hired to perform accounting and business management needs. Clark Outsource Group began working with ARLS on December 12, 2022. *(Action Item)*
Financial Report FY2023-Q2 was then presented to the Board. Ms. Bell opened the floor for questions. There were none.
Financial Report FY2023-Q2, prepared by Aria Higginbottom of Clark Outsource Group, was unanimously accepted. (Motioned by Mr. Timmons, Seconded by Mr. Lutz)

Regional Reports

Athens-Clarke County:

Ms. Russell gave the report. She reports that the ACCL Board met last week, and the meeting went well. The Board has 4 new members. The Board added electronic meetings text to their bylaws.

The ACCL Friends will have their annual Spring book sale March 29 - April 1. Ms Russell also reported that the recent Cafe' event went very well.

Franklin County:

Ms. Shoemaker gave the report. She reports that the library has welcomed quite a few new staff members, and the Board has a new member. She was happy to report that programming is going well and Lavonia patronage is increasing.

Madison County:

Ms. Morris gave the report. She reported that the quarterly BOT meeting was canceled due to inclement weather. The Chair of the Board stepped down and Amelia Ross is the new Chair of the Madison County Board of Trustees.

Ms. Morris was pleased to report that all numbers are up. The new Inclusive Book Club is going very well.

The library suffered extensive water damage from a burst pipe due to the unusually cold weather. The staff is working very hard to get the damages repaired.

Oconee County:

Mr. Campbell gave the report. He reports that six contractors submitted bids for Wire Park. After analyzing all bids, Garland and Associates were approved. During Christmas, the library had pipe and water problems due to unusually cold weather.

Thanks to first responders and staff, damage was not as extensive as it could have been.

Oglethorpe:

Mr. Garner gave the report. He was pleased to report their Friends group has a new member.

The Christmas Bazaar went very well. Staff were presented with stuffed Christmas stockings.

The lights that were out in the parking lot were fixed, and there are new parking lines in the parking lot.

The library has added lots of new programming. Branch Manager, Austin Jenkins, is partnering with the local newspaper, Echo. The library also plans to partner with the UGA Journalism School.

Mr. Garner reported that they are moving forward with LED lighting.

After Regional reports were complete, Mr. Lutz suggested that Director Bell look into freeze protection to avoid future water damage accidents. Ms. Russell and Mr. Campbell agreed that this would be a good idea. Ms. Bell stated she would look into it.

Director's Report:

Ms. Bell gave the report. She started by introducing Elizabeth Hood as the new Teen Services Coordinator. Elizabeth was promoted from a Lead Assistant position in Teen Services and is currently working on her MLIS. Staff Development day was held in October and the Circulation Team was awarded the Most Valuable Team Award. Regional Circulation Services Coordinator, Nike Shimobi-Obijuru, spoke on behalf of the team and expressed their honor. The Staff Distinction Award was awarded to Resource Center Manager, Erika Massie. Erika manages both Lay Park and Aaron Heard Resource Centers.

ARLS will host a BOT training. State Librarian Julie Walker will be the guest speaker. The training is scheduled for Thursday, February 9, at 5:30 in the multipurpose room. Ms. Bell urged all Trustees to attend if possible. The training is important for new members, and a good refresher for current members.

Library Day at the Capitol is February 8, 2023. Additional funding is being requested for two Capital Outlay projects. She would like to charter a minibus to attend Capitol Day. Ms. Bell urged Trustees to attend if they are free February 8. She will update them with any details as they become available. *(Action Item)*

Ms. Bell reported that annual mileage rates have increased this fiscal year. Each member of the Board was presented with a memo from the state outlining the rate increase. *(Action Item)*

In an effort to pay bills in a timely manner, Clark outsourcing has suggested that bills are paid weekly, instead of monthly. Director Bell agrees. To make this change happen, Director Bell stated that she would need the Boards approval for additional signatories. She suggested the Assistant Directors take on this responsibility for up to \$60,000. Adding additional signatories would give 4 or 5 people the ability to sign checks: Ms. Bell, the Treasurers of ACCL and ARLS, and the Assistant Directors. Documents at the banks would need to be updated. *(Action Item)*

Ms. Bell was pleased to announce that the new ARLS website launched yesterday. Members of the Board gave positive feedback. Ms. Russell suggested that a staff directory be added to the site.

ACCL's partnership with the Athens Diaper Bank has been very successful, and Ms. Bell was pleased to announce that this partnership will go regional. There will also be an opportunity to expand a partnership with the Period Project and offer free menstrual supplies in our restrooms. *(Action Item)*

Committee Reports:

Finance - none

Policy - none

Personnel - none

Nominating - Report given at the start of the meeting.

Mr. Campbell stated that committees will be reviewed and appointed. If Trustees are interested in being on a particular committee, they should contact Mr. Campbell.

Mr. Lutz requested that Board members receive an updated Regional Board of Trustees list. Ms. Price will have updated lists available at the next quarterly meeting.

Old Business:

Board members were presented with a draft of the Strategic Plan. Trustees gave feedback and actively participated in a Strategic Planning Discussion with Cindy Fesemyer of Fesemyer Consulting via Zoom.

After careful consideration and discussion, the Board agreed that the Vision Statement should not change: *"Engaging Communities - Exceeding Expectations"* Board Members agreed to the following Mission Statement: *"We create a welcoming and inclusive environment that empowers individuals and communities by providing resources that encourage discovery, imagination, and life-long learning."* (Action Item)

New Business:

- a. Approval to outsource business management to Clark Outsourcing Group. Unanimously approved. (motioned by Mr. Timmons, seconded by Mr. Woods)
- b. Approve Executive Director to appoint persons to signatory responsibilities up to \$50,000. Unanimously approved.
- c. Approval of state mileage reimbursement rates. Unanimously approved. (motioned Mr. Woods, seconded by Ms. Russell)
- d. Approval of the Strategic Plan after presentation and discussion. Unanimously approved with edits and mission statement change. (motioned by Mr. Garner, seconded by Ms. Russell)
- e. Approval to partner with the Athens Area Diaper Bank to provide diapers free of charge in public restrooms regionwide. Unanimously approved. (motioned by Ms. Russell, seconded by Mr. Timmons)
- f. Approval to use restricted funds to pay for bus rental for Library Capitol Day. Unanimously approved. (motioned by Mr. Garner, seconded by Ms. Terrell)

Announcements: none

Adjourn:

With no further business, Chair Campbell called for adjournment at 5:15 pm. Unanimously approved without opposition.

Next Meeting is scheduled for July 20, 2023 at 3:30 pm.

Board Actions

- Approval to outsource business management to Clarke Outsource Group
- Approval of Executive Director to appoint additional signatories up to \$50,000

- Approval of state mileage reimbursement rates
- Approval of Strategic Plan
- Approval to partner with Athens Area Diaper Bank regionwide
- Approval to use restricted funds to pay for Library Capitol Day bus rental